Phoenix Day School for the Deaf

Parent / Student Handbook K-12

7654 N. 19th Ave. Phoenix, Arizona 85021 / Voice: (602) 771-5400 / VP: (602) 845-8411 / www.asdb.az.gov/pdsd

AN EQUAL OPPORTUNITY AGENCY: The Arizona State Schools for the Deaf and the Blind does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap and disability, or national origin in the provision of its programs, services, and activities.

Revised 7/7/2017

Phoenix Day School for the Deaf
7654 N. 19th Avenue
Phoenix, AZ 85021

WEBSITE ADDRESS
http://www.asdb.az.gov/pdsd

MAIN SCHOOL PHONE NUMBERS

	Front Office/Lost & Found	602-771-5400
	Preschool	602-771-4658
	K-12 Education	602-771-5305
CTE	Vocational Office	602-771-5306/480-840-7413 (VP)
Other	Athletics	602-429-0342 (VP)
	Student Health Center	602-771-5316
	Transportation	602-771-4309

Your Current Address and Phone Information

It is crucial that we always have current phone numbers and home address information on file for your child. Any time you have a change of phone (home, work, emergency contact, cell, etc.) or a change of address, please inform the school immediately. Parents and guardians can call the department secretary to update the information. The department secretary will then distribute updated information to all necessary departments. If there is ever an emergency with your child at school and we do not have current phone numbers, we will have no way of contacting you to let you know.

In the event of a change of address that affects your child's transportation, you will need to complete a transportation form which the department secretary can give you. Any time you have a change of address or change in pickup location for your child, Transportation requires five working days to set up the new bus route. Advance notice of address changes will prevent a lapse in bus service.

In addition to contacting PDSD, please inform your previous district of residence or your new district of any change in address or phone. If you need assistance in identifying contact people in your new district please call the department secretary.

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ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND

VISION

ASDB - Excellence and innovation for today and the future.

MISSION STATEMENT

We are committed to excellence and innovation:

- in education for all children, throughout Arizona, who are hard of hearing, deaf or have vision loss,
- in leadership and in service,
- in collaboration with families, school districts, communities, and others, and
- in partnership with other agencies that will enable children who are hard of hearing, deaf or have vision loss to succeed now and in the future.

We are committed to respect, support, and the wellbeing of all.

PDSD
OPERATING PRINCIPLES

We, the Phoenix Day School for the Deaf community, promise to cultivate an environment that . . .

Honors the *wellbeing* of its students, families, staff and community members by:

- Having a sense of pride, unity and appreciation of Deaf culture
- Maintaining a safe, clean and well-structured environment
- Respecting quality relationships that are healthy and positive
- Nurturing the unique journey of each Deaf and Hard of Hearing child
- Being committed to dual language development in ASL and English
- Celebrating accomplishments of individual and group goals

Promotes academic *engagement* of its students, families, staff and community members by:

- Participating in purposeful community involvement
- Valuing strong family partnerships and cultural diversity
- Communicating in a respectful, constructive and open manner
- Showing dedication to intentional and consistent development
- Achieving academic excellence through Active Participation
- Applying creative and differentiated instruction
- Promoting a growth mindset where skills and abilities of all are developed

Believes in success of its students, families, staff and community members by:

- Upholding high expectations
- Thriving with empowerment for the future
- Utilizing learned skills for success
- Holding all stakeholders accountable
- Fostering confidence for lifelong learning
- Preparing college- and career-ready graduates

VISITOR PRACTICES

The school is responsible for creating and maintaining a safe and secure environment for students. The following visitor practices have been established. It is expected that all visitors will follow these practices.

ALL VISITORS AND PARENTS MUST first go to the front office to sign in and receive a visitor's pass. This includes all visitors to any area of campus.

1. Visitors may be on campus only if they have a scheduled meeting/tour which has been prearranged. They will present a **valid state I.D.** and be given a visitor's badge in the front office, regardless of where on campus they are visiting.

2. All non-emergency visits/tours must be scheduled at least 24 hours in advance of the visit.

3. Visits/tours may be scheduled only with the front office or by calling 602-771-5400.

4. The front office will coordinate visits with the appropriate supervisor. A designated staff member will accompany visitors during the entire visit/tour.

5. Classroom visits typically last for no more than one hour unless special arrangements are made with the supervising teacher or his/her designee.

6. The following behaviors are expected of all visitors:
   - Cell phones, pagers or any other personalized electronic devices are turned off during classroom visits.
   - No recording by any means is allowed. Student photos must have parental approval.
   - A designated classroom observation area will be provided by the Supervisor.
   - Respect for the classroom instruction that is occurring must be shown.
   - Visits continue at the discretion of the supervising teacher or designee.
   - Separate individual conference times must be scheduled if student progress is to be discussed.
   - Handing out religious or political material is not permitted.
   - If permission has been granted to eat lunch in the cafeteria, the visitor must pay for his or her meal.
   - Following all campus policies (***including the campus dress code***), practices and procedures is expected.

ACADEMICS

SCHOOL ATTENDANCE GUIDELINES

NOTIFICATION OF ABSENCES

Parents/Guardians of students should report absences by 8:30 a.m. to the school:

Student Health Center: 602-771-5317
pdsdshc@asdb.az.gov

TRANSPORTATION

ALL STUDENTS: Call Transportation (602-771-4309) any time your child will NOT be on his/her regular bus trip (both AM & PM).

LATE ARRIVAL OR EARLY DISMISSAL

1. Students who arrive late **MUST** report to the front office secretary.
2. Parents/Guardians **MUST** report to the office and sign out students who leave early.
3. If a student needs to leave during the school day with someone other than the parent/guardian, a note from the parent/guardian must be sent stating the date, time and name of person who will pick up the student.

ABSENCES AND TARDIES

Arizona State Law (15-803.E) requires every person who has custody of a child between the ages of 6 and 16 years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

PDSD tracks attendance very closely. We appreciate your efforts to have your child in school every day. Good attendance leads to a great educational experience. Please try to plan your appointments around school hours. Your child is expected to be at school every day, unless there is an excused reason. An absence is defined as a minimum of ***one missed class period per day***.

A written excuse explaining the absence/tardy is **REQUIRED IF YOU HAVE NOT BEEN IN CONTACT WITH THE SCHOOL.** If we do not receive a verbal or written excuse from the parent/guardian, the absence will be an "unexcused absence" and students may receive loss of credit.

An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if he or she has five or more unexcused absences from school or is absent more than 10 percent of the required number of school days per year whether the absence is excused or unexcused.

When a student has five or more unexcused absences or is absent more than 10 percent (excused or unexcused), the student can be cited through the Juvenile Court. A hearing will be held at the Juvenile Court facility. Both parents(s) and the child will be expected to appear at the hearing. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by jail time (up to 30 days) and/or fine (up to $500).

Dear Parent/Guardian:

School attendance is not only a good habit, State law requires it. Arizona State Law (15-802.E, 15-803) requires that every person who has custody of a child between the ages of 6 and 16 years make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Phoenix Day School for the Deaf has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called CUTS (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **"habitually truant"** if he/she has **5 or more unexcused absences** from school. A student that is **absent more than 10 percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

When a student has **5** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be held at the Juvenile Court Center**. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a $50 diversion fee. Failure to complete these consequences may result in suspension of your child's driver's license or inability to get a driver's license until his or her 18th birthday and/or formal court proceedings. It is the parent/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that we are working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS Officer speak at orientations and assemblies, as well as to individual groups of students regarding the importance of school.

If you have any questions or concerns, please feel free to contact my office at 602-429-0165 (VP). Thank you for your support regarding this program.

Sincerely,

Amber Akapnitis
Supervising Teacher of Academic Services
Phoenix Day School for the Deaf

IT TAKES A VILLAGE TO RAISE A CHILD

Administrators' Responsibilities

- Provide leadership and support to teachers, students and parents in meeting the purpose of the homework policy.
- Become aware of the different methods through which the homework policy is implemented at each grade level.
- Help and coordinate homework practice and grading among teachers.

Teachers' Responsibilities

- Communicate classroom homework policies and procedures to students and parents at the beginning of school and as new students arrive.
- Give clear homework instructions that state a specific purpose for the assignment. Avoid assigning homework as busy work or punishment.
- Design and/or adjust assignments to address the ability level of the child such that he/she can complete work with minimal assistance.
- Make sure the student has the knowledge and skill required for them to do assignment with minimal assistance.
- Coordinate long- and short-term assignments when establishing daily amounts of homework.
- Communicate with parents on how students are doing with their homework.
- Ensure that students have necessary materials to complete assignments.
- Correct homework and review it with the student.
- Give the student an opportunity to see him/her before or after school for further assistance.
- Develop a plan to support students who are having difficulty completing homework for any reason.
- Communicate with parents of students who do not consistently complete homework.

Students' Responsibilities

- Listen to directions for assignments given in class.
- Write down instructions for assignments, which include when the assignments are due.
- Ask questions if you do not understand the assignment.
- Take home the instructions and materials needed to complete the assignment.
- Set a daily time to complete the homework.
- Do your own work, but ask your parents for assistance when special help is needed.
- Ask your teacher for help the next day if you did not understand the assignment.
- Do your best work.
- Return the assignments on the due date.
- Read for pleasure.

Parents' Responsibilities

- Provide a proper, well-lit, functional study environment.
- Provide the necessary materials. (Notebooks, paper, pencils, etc.)
- Set a regular schedule for your child to do homework daily and enforce it.
- Show interest in child's schoolwork and encourage his/her efforts.
- Assist your child as needed, but refrain from completing the child's assignment.
- Support the teacher's expectations regarding homework assignments.
- Communicate with the teacher if questions or problems arise regarding homework.
- Demonstrate a priority for schoolwork and express pride in accomplishment, i.e. display, verbal praise, sharing with others.
- Contact the teacher if you have concerns or questions.

- Encourage your child to read for fun. Reading is a basis for ALL education.
- Sign and return your child's homework when requested by the teacher.
- Share your child's joy of learning and communicate a positive school attitude.

HOMEWORK GUIDELINES

Homework

Homework is a critical part of your child's academic development and is a valuable aid in helping students make the most of their experience in school. Homework can reinforce what has been learned in class, prepare students for upcoming lessons, extend and generalize concepts, teach responsibility and help students develop essential study habits. It provides a vital link and ongoing communication between parents, teachers and students. As a parent, you are responsible for supporting the teacher's efforts by ensuring that your child completes homework assignments. The responsibility for doing the actual homework belongs with your child. Assignments are adjusted as necessary to meet the needs of individual learners and learning styles. Failure to complete homework and turn in on time may necessitate a student completing his/her homework during recess or lunch period.

Types of Homework

Homework is defined as any worthwhile work or study assigned by the teacher for completion outside the classroom. The amount of homework your child will receive will depend upon the grade your child is in. This usually ranges from as little as 10 minutes at the kindergarten level to an hour or two at the 12th grade level. Students in grades K-4 will receive a homework folder. It is important for parents to check the folder. For students in grades 5-12, you will need to ask your student about his or her homework for the week. Students will be provided an assignment agenda book.

Homework may fall under the following general categories:

- Daily assignments not completed during class time.
- Practice assignments that reinforce skills/concepts taught in class.
- Preparation assignments that are designed to provide background information before topics appear in class.
- Extension assignments that emphasize individual needs and interests, creativity and application of knowledge gained in class.
- Review exercises or activities that would prepare or enhance skills for tests.
- Planned student/parent interactions.
- Individual assignments based on student's needs.
- Independent reading.

Time Guidelines

The weekly frequency and duration of required assignments are as follows:

Kindergarten	10 to 15 minutes daily
Grades 1 and 2	10 to 20 minutes daily
Grade 3	20 to 25 minutes daily
Grade 4	25 to 30 minutes daily
Grade 5	30 to 45 minutes daily
Grades 6-8	45 to 60 minutes daily
Grades 9-12	90 to 120 minutes daily

Report Cards & Grades

Students receive report cards within two weeks after the end of each quarter. A copy is also mailed home to parents. Parents who have questions should call the teacher(s). Grades are calculated as follows:

Effort Grade Scale

K-12 Students

E = Excellent
S = Satisfactory
I = Improving
N = Needs to Improve
U = Unsatisfactory

Academics Grade Scale

Grades K-4 and Self-Contained Classrooms

E (Exceeds the Standards) = 90-100
M (Meets the Standards) = 75-89
A (Approaches the Standards) = 50-74
F (Falls Far Below the Standards) = 49 and below

Grades 5-12

A	=	96-100
A-	=	90-95
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	59 and below

"I" (Incomplete) may be given if a student has not finished all the required work. Students are responsible for making up their work.

Students who have unexcused absences and cannot finish their work receive a grade of F.

Honor Roll for Grades 5-12

Each class receives a letter grade and this is translated into a grade point average (GPA). An A is represented by 4.0, B by 3.0, C by 2.0, D by 1.0, and F is 0.0. Honor roll levels of recognition are as follows:

PRINCIPAL'S LIST - GPA of 3.67 to 4.00
HIGH HONORS - GPA of 3.34 to 3.66
HONOR ROLL – GPA of 3.00 to 3.33

Graduation Requirements
Students in grades 9-12 must meet the course requirements of the State of Arizona. Students should keep track of their courses. Students who fail required courses MUST take them again. Students who do not meet the requirements will not receive a diploma.

Graduation Requirements are as follows:

4.0	Credits in English
4.0	Credits in Math
3.0	Credits in Science
3.0	Credits in Social Studies
1.0	Credit in Physical Education
1.0	Credits in Fine Arts/Technology/Vocational Education
6.0	Credits in Electives
Total 22 Credits	

Credit
Students in grades 9-12 receive credit at the end of each semester. To receive credit, the grades for both quarters must average to 60% or above. If a student does not receive credit in a required course, the student MUST take one or both semesters again.

Students will follow their cohort for freshman through senior status; however, in order to be eligible for graduation the following credit breakdown is a guide:

Freshman - 0-6 Credits	Sophomore - 7-12 Credits
Junior - 13-18 Credits	Senior - 19+ Credits

SCHOOL BOOKS AND SUPPLIES (Policy IJ)

All students will have required textbooks and supplies furnished by the school. Students and their parents shall be held responsible for proper care of books and school property; lost or damaged books must be replaced by students and their parents. Books must be kept clean and unmarked. While the school makes available general school supplies, like paper and pencils, we encourage families to provide these items for their child. Please see department-specific school supply lists.

SERVICES

ARIZONA SCHOOLS FOR THE DEAF AND BLIND AGENCY

Agency personnel provide administration, direction and leadership to the three site based schools (Arizona School for the Blind, Arizona School for the Deaf and Phoenix Day School for the Deaf) and five regional cooperative programs based in Tucson, Phoenix, Flagstaff, Lakeside, and Yuma. The Agency provides educational services to approximately 2,000 students, their families and local school districts.

PDSD Services Offered

- **School for the Deaf**
- **Audiology Department**
  Services are provided to all students as needed.
- **Career and Technical Education (CTE)**
- **Communication Department**
  Direct support services and ongoing appraisal of each student's communication skills.
- **Counseling Services**
- **Extracurricular Activities**
  Students have access to a wide range of life-enriching school-sponsored extracurricular activities and clubs.
- **Food Service Department**
  Breakfast and lunch are offered at no charge to all students.
- **Media and Information Technology**
  Video, audio, computer and graphic support is provided to the teachers. Our library houses a variety of materials that are available for checkout. Computer support is provided by the Information Technologies Department.
- **Occupational/Physical Therapy Services**
  The neurological and orthopedic needs of students are identified and addressed.
- **Visual Impairment and Orientation and Mobility Department**
  Services are provided to all students as needed.
- **Physical Education and Athletics**
  These programs focus on developing skills and knowledge for lifelong habits of physical fitness and good health.
- **Student Health Center**
  The student health center is staffed during normal school hours.
- **Transportation Department**
  Services are provided to and from school. PDSD works in conjunction with the home district when needed. Transportation is also provided for after-school activities.

Financial Obligations

Families owing money to the school are to pay such money in a timely fashion. Transcripts may be withheld from students/families if money is owed to the school. Please contact your student's department secretary.

Child Find

If you have a friend or neighbor who is concerned about their child's development and would like more information about referrals, screenings and programs contact the following:

- For children birth to three years old: call the Arizona Early Intervention Program (AzEIP) at 1-888-439-5609
- For children three to five years old: call your local school district or call Child Find: 1-800-352-5448

Communication/Language:
Educational Progress and Success
Communication skills and language are the basis for success in all areas. Children who are deaf or hard of hearing often could have delayed language and vocabulary when compared with their hearing peers. This could impact their progress in every academic area. **It is vital that the main emphasis of both school and home be on language development (both American Sign Language and English).** Children who are deaf or hard of hearing must be directly taught vocabulary and concepts that hearing children learn incidentally by listening to other people's conversations, the TV and radio. Every time your child is in a situation where sign language is not being used, he or she misses out on information and the opportunity to learn. This is why it is critical to have captioning turned on for your home televisions at all times. Check your TV setup to activate captioning.

American Sign Language (ASL) Classes
We recognize that without support of the family our efforts will not be as effective. Your child will make better progress and have a better chance of succeeding if he or she can communicate with family members well. We offer **free** sign language classes to our families (with Spanish classes available). **Free childcare** is available. **We highly encourage all family members to participate in our sign language classes.**

PDSD offers weekly classes beginning in August and January on Thursday nights while school is in session. Those who are interested may contact the front office at (602) 771-5400.

Library
Library Hours: Monday through Friday 7:30 a.m. to 3:30 p.m.

Schedule: Story time will be provided weekly. Except for the scheduled story time, the library uses a flexible schedule. All classes are welcome to use the library. Teachers sign up one week in advance on the schedule located on the library circulation counter. If librarian services are not needed, teachers call to check availability for use without prior planning.

Library Passes: A maximum of two students at a time may come to the library from each class using a library pass. Students using the library during class hours need to show their passes.

Lending Guidelines:

Students in Preschool and Kindergarten	1 book at a time
Students in Grades 1 and 2	2 books at a time
Students in Grades 3 and 4	3 books at a time
Students in Grade 5 through 12	5 books at a time
Parents	2 books and 2 videos at a time

There are a variety of materials available for parents to check out on topics related to deafness and communication skills. Parents are encouraged to borrow these materials either by coming in to the library, calling the librarian or sending in a written request with their child.

Materials will be checked out in the parent's name and may be borrowed for up to one month. Students may borrow books for two weeks.

Books and videos borrowed from the library should be used carefully and treated properly. Overdue notices will be sent home periodically throughout the school year. Overdue fines are not charged, however students and families will be asked to reimburse the school for lost or damaged items.

Library Cards: Library patrons will be required to complete an application for a library card before they will be allowed to borrow materials. This information must be updated yearly.

Technology Recourses: Technology resources provide students with a wonderful learning tool. Students have access to computers in each classroom as well as in the library. Students have access to the use of the Internet. Parents are required to sign an Appropriate Use of ASDB Technology Resources Access Agreement before their child is given access to the technology resources. The form will be completed on registration day or you may contact the K-12 Education secretary. Students will be instructed as to what is acceptable use of the technology resources and the consequences of inappropriate use which may include loss of Internet privileges and/or loss of computer privileges. Any questions regarding the technology resources guidelines should be directed to your student's teacher. Library materials can be accessed via the internet as well at https://asdbagency.follettdestiny.com.

EXTRACURRICULAR

After-School Program

PDSD has an extracurricular program for 1st through 4th grade students called Roadrunner After-School Program (RASP). The focus of RASP is to provide support to our students with their academic needs first and then provide fun educational activities such as sporting clinics, cooking, crafting and a variety of games to develop different kinds of skills they can apply to life as they grow up. For more information, contact the athletics department at jesse.bailey@asdb.az.gov.

Interscholastic Athletics Program

PDSD offer opportunities for students to participate in sports activities where they may achieve the highest degree of sportsmanship, fair play and excellence in an atmosphere of mutual respect. Through involvement in these programs, and the success of this commitment, our goal for the students is to instill the value of education and provide a foundation for future life skills. The specific sports offered vary, including basketball, football, soccer, softball, track and volleyball. Please contact the Athletic Director's office at jesse.bailey@asdb.az.gov for more information.

Organizations/Clubs

PDSD has a variety of organizations and clubs in which your child can participate. The students may participate in community service and fundraising. Some organizations offer the opportunity to learn about their future career and/or hobby interests. Some of the organization and clubs offered are: Jr. NAD, Student Body Government, International Studies and Academic Bowl. For any of these programs, you may contact the K-12 education office for further information.

Guidelines for Activity Eligibility

We are a Character Counts/Pursuing Victory with Honor school. Students are expected to display the six pillars of character throughout their school day and during all school sponsored activities. There are campus-wide rules students must follow in order to attend dances, school-sponsored trips and activities. These rules apply to each quarter. At the beginning of each quarter, the student starts with a clean slate to earn privileges for that quarter. Activities include school dances, reward days, senior trip, Academic Bowl, Close Up, Jr. NAD, prom, athletic out-of-state travel, after-school activities and other similar events. The rules do not apply to educational field trips.

1. No Pass-No Play. Students must maintain good grades and follow campus eligibility standards, i.e., no F's and must maintain a C average.
2. Students cannot have any suspensions from school.

3. Students cannot have more than three weeks of ineligibility during each quarter.
4. A student may not be named as the *offender* in more than **three (3)** harassment cases per quarter.
5. If a student is suspended from school for character violations or has a major harassment claim against him/her, he/she loses the right to attend events or be publicly recognized.

Student Athletes–Absences/Tardies on the Game Day
Athletes are expected to attend school. Absences from school will result in reduced playing time. Students absent on game day will not be allowed to play that day. Students who have unexcused tardies on game day will have reduced playing time to be determined by the coach, athletic supervisor and department supervising teacher. Only excuses preapproved by the couch and athletic director will be accepted.

Students as Spectators at After-School Games
Students must be under the direct supervision of an adult if attending after-school activities. Due to safety and liability issues, students in grades K-4 are not allowed to attend after school activities on their own or under the supervision of older children.

- There is no supervision provided for students who are not directly involved in an after school activity, beyond 3:10 p.m.
- There is no supervision provided for students as spectators before, during or following after-school activities.
- There is no transportation provided for students who are spectators at after-school activities. The parent is responsible for transporting the child home if the child does not ride his/her regularly scheduled bus home at 3:10 p.m.

Students in grades 5-12 who are not members of an athletic team need to know that transportation is not provided for them. It is the responsibility of the parent to provide transportation home after events. It should be noted that our school does not provide supervision for student spectators, prior to, during or after games. If a student wants to stay to watch a game parents must submit written permission to the department office prior to 10:00 a.m. the day of the game, otherwise the student will be expected to go home on the 3:10 p.m. bus.

STUDENT HEALTH CENTER

Our goal is to support PDSD's mission statement, to promote each child's optimum health and well-being and maximize his or her educational potential. We work with families, staff and community resources to provide needed nursing care in a safe and healthy school environment. We strive to help each student understand the benefit of making lifelong healthy choices to the best of his or her ability.

Medication
Medications shall not be transported on the bus. Parents are required to transport all prescription and over-the-counter medications in their original containers to the Student Health Center (SHC) directly. Parents should keep an adequate supply at home for use during breaks.

Medication for Field Trips
Anytime an off-campus activity is planned, the teacher, coach or parent is responsible for ensuring that students do not miss prescribed medication times. Certified teachers are to sign out and administer a student's medications while on a field trip.

Medication that needs to be given for any overnight or out-of-town activity must be supplied by the parent to the supervising teacher or coach responsible for the event. Medication that is given daily by the SHC is not available for these activities.

** Students generally are not to be in possession of any medication except with SHC approval. The exception to this rule is that students may carry their own asthma inhaler and EpiPen when capable of proper usage and with an appropriate plan in place.
** Staff shall **NOT** give any medication to students unless a field trip plan is established. The student's teacher is to sign out medication from the SHC on the day of the field trip.

Illness
We encourage parents to **keep sick children home**. Students need to stay home a minimum of 24 hours and be fever free, without fever reducing medication, before returning to school. Students must also be free of any potentially contagious symptoms (i.e. vomiting, diarrhea) for 24 hours prior to returning to school.

The SHC provides students with first aid/emergency care. When necessary, emergency medical services may be utilized. The SHC will determine the appropriateness of treatment for each individual student. The nurse's judgment and assessment skills will be the deciding factors. The nurse may collaborate with the parent and/or supervising teacher as well. If further treatment is needed for a student, the SHC will notify the parent to pick up student.

Any student who has been absent from school for three (3) days or more due to illness or injury must have a written release from his or her doctor to return to school. Students who have been hospitalized, have had a serious injury or have had a contagious illness must have a written release from their doctor to return to school. Certain new medical or mental health diagnoses may also require a release from the treating physician. The parent is responsible to communicate these situations with the SHC and bring the release to the SHC.

TRANSPORTATION

Transportation – Students' Responsibilities
Students are required to maintain good conduct while using school transportation prior to boarding and while leaving the bus. Students riding on special activity buses are under the direct supervision of the bus driver. Student conduct rules are as follows:

- Be respectful and obey the driver and aides
- Stay in assigned seat with seat belt fastened
- Keep head, hands and body inside the bus
- Use proper language and behavior
- No pets, drugs, tobacco, glass, balloons, food, chewing gum or drinks (plastic bottled drinking water is permitted)
- No fighting of any kind is allowed
- Picture taking is NOT allowed
- Electronic communication devices and games are not allowed (transportation will not assume responsibility for any electronic devices brought onto the bus)

In the event no one is available at the home and no other arrangements have been made for receiving the child, a designated administrator will come on campus if necessary after hours

when contacted by the dispatcher from the transportation department. The Department of Child Safety and/or the police department will be contacted if multiple attempts of contacting parents and/or guardians have been unsuccessful.

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Drills

Emergency drills are conducted periodically throughout the school year. They include, but are not limited, to the following:

- Fire Alarm: This is conducted once a month. False alarms triggered by students may result in a charge from the police department or fire department. Such charges will be passed along to the parents for payment.
- Lockdowns: To protect student safety, the school practices a campus lockdown each quarter.
- Evacuations: A campus evacuation plan is also in place, and periodic drills are established to practice an evacuation on campus and an evacuation to an off-campus site.

Lockers

Lockers are school property and subject to control, supervision and search. The school is not responsible for locker theft or students' personal property. Students may be issued a locker and may be issued a lock from the department office. Only school issued locks are permitted. If the lock is lost or damaged, the student will be expected to pay for the lock. Lockers should be kept closed and locked.

Lost and Found

If your child lost something, please contact the front office at 602-771-5400. Items that are not claimed after a few months may be discarded or donated to charity. Please put your child's name inside sweaters and jackets to help us get them back to their owner.

Property Damage

Students are expected to respect the property of others and the school. If a student damages school property, the student's parents are liable for damage. Parents will be held responsible for payments to replace or repair for the damaged property.

Personal Belongings at School

We do not allow students to bring expensive or favorite toys and items to school such as Game Boys, PlayStation games, cell phones or pagers of any kind. We cannot accept responsibility for any item the child brings to school. Items may be lost, damaged or stolen.

The following are not allowed on campus, at school activities, or in school vehicles at any time: laser pens, weapons, drugs, alcohol, explosives, fireworks, pornography, mercury, acids or chemicals.

School is a place where students come to be educated, and certain items disrupt the "educational process" and are not permitted. The following is a representative list, but not limited to:

- Pets/animals
- Cellular phones, music players, etc. may not be used during the school day
- Skateboards/roller blades
- Water guns/shaving cream

- Video cameras, PlayStation games, Game Boys
- Permanent markers (highlighters are acceptable)
- Gambling paraphernalia
- Chains
- Cologne/perfume
- Aerosol spray containers
- Excessive make-up

The item(s) will be confiscated and the student will be subject to disciplinary action. Parents will have to pick up these item(s) from the department office.

Off-Campus Lunch
This is only for students in grades 9-12 on certain days of the weeks as follows:

Freshmen:	Wednesday only
Sophomores:	Monday and Thursday
Juniors:	Monday through Thursday
Seniors:	Monday through Friday

Students must have a note from their parent or guardian indicating permission to go off campus for lunch. Students must sign out in the CTE/HS office and exit the building through the front office in groups of three. Students can access eating establishments on 19th Avenue and Northern. Upon return, students must sign back in at the CTE/HS office.

Outside Food at School
We have experienced some problems with students bringing fast food, such as McDonald's, to school. As you can imagine, having a child enter a classroom with fast food is very disruptive to the rest of the class. We ask that if you buy your child fast food for breakfast or lunch that your child eat it prior to coming to school. This will help reduce the disruptions to the educational process for all the other students.

Driving to School
This privilege is for juniors and seniors only. Students must register their car/motorcycle in the CTE/HS office prior to parking on campus. Students must have a valid driver's license, show proof of insurance that meets minimum state requirements, complete Form JHFD-E and follow policy guidelines related to student automobile use.

Students must park in the staff parking lot and they may not drive their cars/motorcycles during the day. Vehicles may be towed at student expense for failure to follow policy and procedures related to motorized vehicles. Students who drive in an unsafe manner will have their driving and parking privileges revoked.

Student drivers may bring other students to school or take them home only with **signed parental permission from all parties**. The written permission must be taken care of in advance. Parents are responsible for notifying the transportation office when a student will not be taking the bus.

For further information, please contact the secondary education office.

Students Who Are 18 Years of Age
All programs request that students live with their parents, guardians or foster parents. Exceptions may be made on a student's transition plan (ITP). Parents must maintain signature authority for their child until the student has graduated or leaves school.

Students Visiting Other Students
Students become friends at school, and this is a positive happening. Sometimes a student will invite another student to visit his/her home, and when this happens sometimes a parent will call the school to get the school's endorsement. Although the school cannot directly comment about a student or his/her family, we do understand the parent's need for information. We encourage the parents to contact each other, and to meet each other if possible, so that the parents will have first-hand information, and can then feel comfortable and confident making the decision to allow their child to visit or spend the night or weekend with the family of another student. Before making a decision to allow a child to visit or spend the night/weekend with another student's family consider the following:

1. Remember to exchange contact information.
2. You may want to consider the age of the students if, for example, an older student wants to arrange a visit with a younger student.

Parent Support/Parent-Staff Organization (PSO)
No Child Left Behind (NCLB) encourages parents and schools to work together cooperatively and collaboratively to ensure a better education for each student. The parent organization, community partners, staff and administrators participate on a steering committee to make recommendations to the school about parent training and how to increase participation by parents. There are monthly meetings that all parents are invited to attend. Notification about meeting dates and parent-training opportunities are sent home to parents in advance. For further information about parent activities/parent groups, please contact the principal's office at 602-771-5301 or email the PSO directly at pdsdpso@gmail.com.

Volunteers Needed!
If you are available and have time, please consider volunteering at PDSD.

SCHOOL POLICIES

GENERAL PHILOSOPHY

Learning appropriate, socially acceptable behavior is an important part of a child's education. Communication is the key to teaching students to make the right choices and accept responsibility for their actions. Communication is necessary to explain expectations and rules, give reasons and explanations, provide choices, and explain consequences.

Our staff takes the time to explain school rules and consequences to the students, demonstrating and role-playing as necessary. They hold each student responsible for the choices he or she makes.

Parental support and follow through is also very important. Your child needs to know that you are aware of his or her behavior at school. By praising your child for desirable behavior and/or providing consequences for undesirable behavior, your child will learn to make the right choices.

Students are expected to obey all policies adopted by the Board. Students are expected to obey any order given by a member of the faculty or staff relating to school activities.

Classroom Rules
Each teacher establishes his or her rules and consequences for the classroom. Teachers go over these rules with their students and post them in their classrooms. Your child's teacher will inform you of the classroom behavior plan.

Corporal Punishment – Policy JGA
The school does not allow corporal punishment.

School Rules
The following rules have been established to promote an environment in which students can best learn. All staff will help your child to learn and follow these rules. Please discuss these rules with your child at home. These rules include, but are not limited to:

1. Obey all school rules.
2. Follow directions given by staff.
3. Respect the rights and property of others.
4. No chewing gum in common areas.
5. Use appropriate language.
6. Walk with your teacher, instructional assistant or job coach when going to special classes, library, work place, lunch or the bus.
7. Students not under direct supervision must have a pass.
8. Technology Devices: Use of personal portable electronic instruments, communications, and entertainment devices (including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes) during the school day or during directed student study time is not permitted unless such use has been specifically authorized by the school.

Academic Dishonesty
The following are considered Academic Dishonesty:

1. CHEATING – Cheating includes the actual giving or receiving of an unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

2. PLAGIARISM – Plagiarism includes the copying of the language, structure, idea and/or thought of any other and representing it as one's own original work.
3. FALSIFICATION – Falsification includes the verbal or written statement of any untruth. (Violations in this category may result in additional disciplinary action.)
4. STEALING – Stealing includes acquiring another's possessions without right or permission. (Violations in this category may result in additional disciplinary action.)
5. FORGERY – Forgery includes the illegal copying of another's name or signature. (Violations in this category may result in additional disciplinary action.)
6. ATTEMPTS – Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act has been completed.

Student Discipline - JKR

A Student may be subject to disciplinary action when the student:

- Engages in conduct that is disorderly.
  - Fighting or engaging in violent behavior.
  - Making unreasonable noise.
  - Using abusive or obscene language or gestures.
  - Obstructing vehicular or pedestrian traffic.
  - Creating a hazardous or physically offensive condition.

- Endangers the safety, morals, health, or welfare of others by an act, including but not limited to:
  - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
  - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
  - Selling, using, or possessing obscene materials.
  - Using profane, vulgar, or abusive language (including ethnic slurs).
  - Gambling.
  - Hazing.
  - Engaging in lewd behavior.

- Engages in any of the following forms of academic misconduct:
  - Lateness for missing or leaving school or class without permission or excuse.
  - Cheating.
  - Plagiarism.

- Has a record of excessive absenteeism.

- Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (1) when made in response to verbal provocation alone, (2) when assistance from an ASDB employee is a reasonable alternative, or (3) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

STUDENT VIOLENCE/HARASSMENT/ INTIMIDATION/BULLYING

The ASDB Board of Directors believes it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth and helps students build a sense of community that promotes positive participation as members of society.

ASDB, in partnership with parents, guardians and students, shall establish and maintain a school environment based on these beliefs. The schools shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Prohibitions

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists. Students are also prohibited from bullying outside of the school and the school day when such bullying results in a substantial physical, mental or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Definitions

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling or rumor spreading either directly through another person or group or through cyberbullying, exposure to social exclusion or ostracism, physical contact including but not limited to, pushing, hitting, kicking, shoving or spitting, or damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other ASDB-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that

characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Reporting

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to a school employee or school administrator. Any employee who becomes aware of or suspects a student is being bullied shall immediately report the matter to a school administrator.

Investigation

Complaints shall be thoroughly investigated. All information obtained in the course of the investigation will maintain confidential to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA). If it is determined that bullying has occurred, discipline will be administered where applicable pursuant to Board Policies JK and JKD.

Knowingly submitting a false report under this policy shall subject the student to discipline. Where disciplinary action is necessary pursuant to any part of this policy, relevant ASDB policies and administrative regulations shall be followed.

Retaliation by any student directed toward a student related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated and the individual(s) will be subject to the disciplines set out in applicable ASDB policies and administrative regulations.

The Superintendent shall develop regulations and procedures in compliance w/ applicable federal and state law.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to ASDB within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and employees shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any ASDB employee. Employees must report the incident to the principal/director, assistant superintendent or superintendent in writing with such details as may have been provided. A failure by an employee to timely inform the principal/director, assistant superintendent or superintendent of a hazing allegation or their observation of an incident of hazing may subject the employee to disciplinary action in accord with ASDB policies. The employee shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate principal/director, assistant superintendent or superintendent or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the employee shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the principal/director or to an ASDB employee. The employee receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When an ASDB employee receives the information, the employee will transmit a report to the principal/director, assistant superintendent or superintendent not later than the next school day following the day the employee receives the report/complaint.

The report/complaint will be investigated by the principal/director or assistant superintendent or superintendent. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in ASDB policies related to the conduct and discipline of students, employees and others.

DRESS CODE

ASDB encourages students and staff to take pride in their attire as it relates to the school setting. Students & staff should dress in a manner that takes into consideration the educational environment, safety, health & welfare of self and others. All are expected to dress modestly and appropriately. Clothing should be neat, clean, modest and in good taste. Good grooming and personal hygiene are expected. Clothing or grooming practices are not permitted if they:

- Present a hazard to health or safety;
- Materially interfere with school work, create disorder or disrupt the educational program;
- Cause excessive wear or damage to school property;
- Distract students from achieving their educational objectives;
- Represent membership in a gang or could be interpreted as such.

1. Hats with a brim may be worn outdoors provided staff permits them and the hats do not obscure the student's face. HATS MAY NOT BE WORN IN THE STUDENT OR STAFF DINING ROOMS, OR IN THE CLASSROOMS. No bandanas, sweatbands, stocking caps, hairnets or skullcaps are permitted. Scarves worn in a gang fashion are not permitted. Religious head dress is permitted.

2. Footwear is required. Sandals with the exception of rubber beach sandals/flip flops, are permitted EXCEPT in science labs, kitchens, vocational shops, or selected on/off campus work assignments. Open-toed shoes are not permitted in science labs, kitchens, vocational shops or in selected on/off campus work assignments.

3. Clothing with unsportsmanlike slogans, profane or offensive language is not permitted. Clothing with pictures, advertisements or slogans that promote alcohol, tobacco, drugs, sexual activities, or any slogan that challenges another race, religion or group is not permitted.

4. Sleeveless shirts or tank tops that do not have excessively large arm holes or scoop necks may be worn, provided the shoulder straps are at least two inches wide. Muscle shirts & tops with string straps are not permitted and must cover the waist, even when arms are raised. See-through clothing is not permitted.

5. Shorts are permitted, but they must be no shorter than the end of the fingertips when the arms are at rest position at a person's side. Shorts must be modest in appearance & not excessively baggy. Skirts and dresses must also meet these requirements. Spandex-type bicycle shorts are not permitted in grades 5-12. Leggings must be covered with a loose top not more than five (5) inches above the knees.

6. Clothing (including shirts, pants, hats, gloves and athletic shoes or excessive jewelry) that is symbolic of violence or gang membership (e.g., hairnets, bandanas, certain excessive colors, slogans, gang or street names, gang numbers, graffiti on clothing, shoes or hats) is not permitted. In addition, students may not wear excessively long belts or chains on wallets or pant loops.

7. Tight-fitting clothing is not permitted. No undergarment is to be visible at any time, including parts of sports bras, leotards, boxer shorts, briefs, etc. Underwear worn as outerwear is not permitted. Pajamas, loungewear, swim wear are not permitted. Shirts worn over undershirts must be fully buttoned. No large, distracting body piercings are permitted. Excessive tattoos on the arms or legs must be covered by long sleeves or long pants.

8. Jewelry and accessories that can be used as weapons (spiked rings, spiked collars, wallet chains, etc.) are not permitted. Low-hanging earrings that may be caught by another object or pulled are not recommended, and may not be allowed in certain circumstances when there is a possibility that they might be pulled.

9. Because gang clothing styles/fads change frequently, our dress code needs flexibility. For this reason, the principals and supervising teachers, in consultation with the police department, may periodically adjust dress requirements so that our dress code will reflect current conditions. Such changes will be communicated to students, parents, and staff and will be immediately enforceable in conjunction with Policy JFCA, Student Dress Code.

10. Principals, supervising teachers, and other supervisors shall be the final judges of appropriate or inappropriate dress of any student or staff.

11. All staff members are expected to dress professionally and to set a good example for students. Staff members are expected to follow and enforce the campus dress code. Blue jeans are only acceptable on Fridays.

DISCIPLINE, SUSPENSION, EXPULSION

Discipline procedures are designed to ensure that ASDB complies with laws and regulations for the education of students who receive special education. A complete record of ASDB Policies and Procedures regarding discipline can be requested from the school administration office. The policies and regulations apply to all students traveling to, attending and returning from the Schools, and while visiting another school or at school-sanctioned activities.

Permissible Penalties:
The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to the following:

- Verbal warning.
- Writing warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension
- Alternative to Suspension Program.

Detention Hall

Staff members may send students to detention hall based on classroom or school rules. Detention hall is held during lunch. Students in detention hall are isolated and are not allowed to interact with other students until they are released from detention hall. Ditching detention hall will result in additional detention halls up to on-campus reassignment.

In-School Suspension

Students whose behavior due to severity or frequency must be removed from the classroom setting may be placed in in-school suspension. These students are isolated and are not allowed to interact with other students. Students are required to continue their education by completing daily assignments and homework.

In-School Suspension is considered when a student:

- Repeatedly chooses inappropriate behaviors
- Does not respond to classroom consequences
- Disrupts the learning of other students in the room
- Refuses to follow directions, show respect for and/or cooperate with the teacher

In-School Suspension takes place in various locations. The length of time varies depending on the severity of the behavior and the student's attitude. Before being allowed to return to the classroom, the student must show the proper attitude, accept responsibility for his/her actions, and show a willingness to follow directions and cooperate with the classroom teacher.

In-School Suspension is an opportunity for a student to remain in school and continue with his/her education program. In-school suspension rules are as follows:

- Bring books and work
- Be on time
- Do not talk to other students
- Do not sleep
- Eat breakfast and/or lunch in the in-school suspension room
- Respect and obey the administrator, teacher or instructional assistant

Students placed in in-school suspension will be counted in attendance and will earn credit for school work completed in an acceptable manner.

Out of School Suspension (Short-Term)

If the student violated a policy and the policy states that the student is to service a short-term suspension, the parent is expected to pick the student up and keep him/her home for a specific number of days.

When a student is being suspended, the student's parents will be contacted immediately by an administrator or case manager. It is expected that the parents/guardians pick up the suspended student immediately.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. An ASDB employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

DISCIPLINE POLICY AND PROCEDURES

PROBLEM AREA I	
Attendance (JE, JH, JHB) Dress Code (JICA, JICA–R, JICF)	
FIRST OCCURRENCE	***REPEAT OCCURRENCES***
Parent Contact Supervising Teacher/Student Contact	Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student Conference* Third Offense may result in short term suspension of 1-3 days *Teacher may be required to attend

PROBLEM AREA II	
General Disruptive Conduct (JIC) Abusive/Profane Speech (JIC, K) Tobacco Use (JICG, KFAA) (Any combination can be treated as a Repeat Occurrence)	
FIRST OCCURRENCE	***REPEAT OCCURRENCES***
Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student Conference* In-Class/School Disciplinary Action *Teacher may be required to attend	Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student Conference* Temporary Removal from Class Second Offense: short-term suspension or other alternative (i.e. suspension of privilege, community service, campus detail) Third Offense: short-term suspension of 1-3 days. *Teacher may be required to attend MAXIMUM Referral to law enforcement agency Seek restitution or restoration

PROBLEM AREA III	
Knowing Violation of School Rules (JIC, JICC) Conduct Constituting a Breach of Law or Policy (JIC) Harassment (JIC) Bullying (Grades K-4) (JICK) Threats (Grades K-4) (JIC) Fighting (Grades K-4) (JIC) Bus Violations (EEAE, JIC, JICC) Secret Society/Gang Activity (JICF, JICF-R) Hazing (JIC, JICF, JICFA, JII) Offensive Materials (JIC) (Any combination can be treated as a Repeat Occurrence)	
FIRST OCCURRENCE	***REPEAT OCCURRENCES***
Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student Conference* In-Class/School Disciplinary Action Seek restitution or restoration	Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student/Parent Conference* Short-term suspension If suspension warranted:

*Teacher and/or bus driver may be required to attend MAXIMUM Short-term suspension (First Offense – 1 day) **or** other alternative (i.e. suspension of privilege, community service, campus detail) Review of Placement Referral to law enforcement agency	Second Offense 1 – 3 days Third Offense 3 – 5 days Seek restitution or restoration *Teacher and/or bus driver may be required to attend MAXIMUM Review of Placement Long-term suspension, if appropriate Referral to law enforcement agency

PROBLEM AREA IV	
Vandalism and/or Arson (ECAC, JICB, JQ) Assault (JIC) Sexual Harassment (ACA, ACA-R) Damage to Property (JIC, JICB, JQ) Trespassing (JIC, JICB) Theft or Possession of Stolen Property (JIC) Fighting (JIC) Threats (Grades 5-12) (JIC) Bullying (Grades 5-12) (JICK) (Any combination can be treated as a Repeat Occurrence)	
FIRST OCCURRENCE	***REPEAT OCCURRENCES***
Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student/Parent Conference* Short-term suspension First Offense 1 – 3 days *Teacher may be required to attend MAXIMUM Review of Placement Referral to law enforcement agency Consideration of long-term suspension Seek restitution or restoration	Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student/Parent Conference* Short-term suspension Second Offense 2 – 4 days Third Offense 3 – 5 days Referral to law enforcement agency Consideration of long-term suspension Consideration of Review of Placement *Teacher may be required to attend MAXIMUM If appropriate circumstances, recommendation for expulsion Seek restitution or restoration

PROBLEM AREA V
Forceful or Unauthorized Entry (JIC) Possession of Alcohol, Paraphernalia, Illegal and Dangerous Substances (JIC, JICH, JICH-R) Drug Abuse of Legal and Illegal Substances (JIC, JICH, JICH-R) Sexual Misconduct (JIC) (Any combination can be treated as a Repeat Occurrence)
ANY OCCURRENCE
Parent Contact Supervising Teacher/Student Contact Principal or Supervising Teacher/Student/Parent Conference* Referral to law enforcement agency Short-term suspension (4-7 days) Review of Placement Consideration of long-term suspension** *Teacher may be required to attend **Long-term suspension of more than forty-five (45) days shall not be imposed except for violations that would otherwise result in expulsion MAXIMUM In appropriate circumstances, recommendation for expulsion

PROBLEM AREA VI
Sale or Distribution of Controlled Legal or Illegal Substances (JIC, JICH, JICH-R, JK, JK-R, JKD) Possession and/or Concealment of Weapon (JIC, JICI, JIH) Threaten an Educational Institution (JIC)
ANY OCCURRENCE
Parent Contact Principal/Student Contact Principal/Student/Parent Conference* Short-term suspension (10 days) Review of Placement Consideration of long-term suspension** Recommendation For or Against Expulsion Referral to law enforcement agency When applicable, seek restitution or restoration *Teacher may be required to attend **Long-term suspension of more than forty-five (45) days shall not be imposed except for violations that would otherwise result in expulsion

STUDENT DISCIPLINE DEFINITIONS

ABUSIVE LANGUAGE - *obscene* language, *vulgarity*, *profanity*, *harassment*, insult, *racial or ethnic slurs*.

ALCOHOL – the intoxicating agent in fermented and distilled beverages.

ARSON – any unlawful ignition of a fire which causes damage, is capable of causing damage, or is intended to cause damage to school property or the property of another while under the school's jurisdiction.

ASSAULT – unlawfully causing any physical injury to another; intentionally placing another in reasonable apprehension of imminent physical injury through verbal or physical means *(initiation/hazing; threats/intimidation)*; knowingly touching another with intent to injure, insult, or provoke such person. An assault does not require actual physical contact. Example: spitting on another individual.

ATTENDANCE VIOLATIONS – includes excessive absences, tardies and truancies. State law prohibits the use of short or long-term suspensions for these violations.

BULLYING – Bullying may occur when a student or group of students engage in any form of behavior that includes such acts as intimidation and/or harassment. May occur in a variety of forms including, but not limited to, cyberbullying. (See Student Violence/ Harassment/Intimidation/Bullying.)

CONTROLLED LEGAL OR ILLEGAL SUBSTANCES INCLUDING ALCOHOL – any of the following substances: (1) any substance containing more than .005 percent alcohol; (2) other unlawful drugs, including prescription drugs which are not prescribed by a physician for the user; (3) glue, paint, or intoxicating substance; and (4) any other potential mind-altering substance or substance capable of producing a change in behavior.

CYBERBULLYING – any act of bullying committed by use of electronic technology or electronic communication devices including telephonic devices, social networking, and other internet communications, on school computers, networks, forums and mailing lists, or other Agency owned property and by means of an individual's electronic media and equipment.

DAMAGE – physical harm or injury that makes something less useful, valuable, or able to function.

DANGEROUS SUBSTANCES – includes "imitation controlled substance" to mean a drug, substance or immediate precursor which does or does not contain a controlled substance that by texture, consistency or color of dosage unit appearance as evidenced by color, shape, size or markings, apart from any other representations, packaging or advertisements, would lead a reasonable person to believe that the substance is a controlled substance but is a counterfeit preparation. (ARS 13-3451)

DESTRUCTION - the action or process of damaging, defacing or ruining a structure or property.

DISRUPTION OF EDUCATIONAL PROCESS – the breakdown in the orderly process of instruction and/or school activities (See *General Misconduct*)

DRUGS – unlawfully possessed narcotic substances or preparations as defined by Arizona law.

EXCESSIVE DISPLAYS OF AFFECTION – inappropriate show of attachment or love (See *General Misconduct below*).

GENERAL DISRUPTIVE MISCONDUCT – generally defined as behavior that disrupts the educational process. Example of this category include refusal to obey school rules, refusal to obey traffic laws, refusal to obey reasonable instructions from school personnel or other persons in authority, initiation/hazing, loitering, cheating, lying, leaving campus without permission, excessive displays of affection, possession of pagers, laser pointers, cellular telephones, other similar electronic devices, or pocket or utility knives not considered weapons and other behaviors deemed disruptive by ASDB.

HARASSMENT – continually annoying another person (See *Abusive Language*).

HAZING – "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student.

ILLEGAL AND DANGEROUS SUBSTANCES, INCLUDING ALCOHOL – all substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia.

INITIATION/HAZING – any verbal or physical act that *intimidates*, degrades, disgraces, or injures any student; or forces someone to do ridiculous acts or suffer physical or emotional pain as an initiation to a group or program (See *General Misconduct; Reckless Endangerment; Assault*).

INTIMIDATION – intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property.

LEAVING CAMPUS – going off the school grounds without receiving approval from the proper school authorities (See *General Misconduct*).

LEGAL DRUGS – over-the-counter drugs and prescription drugs prescribed for the user.

LONG-TERM SUSPENSION – removal of a student from school and school activities for a period of time not fewer than eleven (11) and not more than one hundred seventy-five (175) consecutive school days. **Long-term suspensions of more than forty-five (45) days shall not be imposed except for violations that would otherwise result in expulsion.**

LYING – intentionally giving untrue communication (See *General Misconduct*)

MISCONDUCT ON BUS - conduct on the bus of a threatening or intimidating manner.

OBSCENE – statement or materials offensive to accepted standards of decency and without serious literary, artistic, political or scientific value (See *Abusive Language; Offensive Material*).

OFFENSIVE MATERIAL – production, possession and/or distribution of materials that offend common decency or morals. These materials include *obscene* and pornographic materials, hate

group materials, and *abusive language* and materials obtained through computers or other electronic devices.

PARAPHERNALIA – accessories, apparatus or equipment that may be used in the manufacture or utilization of a controlled illegal and dangerous substance, including alcohol.

PLAGIARIZING – Presenting material taken from another source without adequate documentation:

- Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects.
- Failing to cite with quotation marks the written words or symbols of a source or author.
- Copying or paraphrasing words with ideas from any source, including literary criticism or study aids, without acknowledgement.
- Failing to cite the source of words, ideas, etc., which is quoted, paraphrased, or summarized in a student's oral or written work.

PROFANITY – the act of uttering contemptuous language for the purpose of debasing the dignity of another person; the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area (See *Abusive Language)*.

RACIAL SLUR – an insulting or disparaging remark or innuendo about a person's race or a racial group which is meant to produce a shaming or degrading effect (See *Abusive Language)*.

RECKLESS ENDANGERMENT – any willful act that is not intended to cause harm but in fact places others in jeopardy of injury including *initiation/hazing*.

SALE OR DISTRIBUTION OF CONTROLLED LEGAL (PRESCRIPTION) OR ILLEGAL SUBSTANCES – the act of selling or distributing a mood-modifying or mind altering substance, including alcohol, to others.

SECRET SOCIETY/GANG ACTIVITY – clubs, fraternities, sororities, anti-social organizations, secret societies, criminal street gangs, as defined by A.R.S. 13-105, and other sets of individuals that are not sanctioned by the Governing Board and which are determined to be disruptive to teaching and learning. This includes wearing of symbolic apparel, making gestures, writing on and marking of property, or altering of personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.

SEXUAL HARASSMENT – unwelcome sexual advances, requests for sexual favors and other verbal, graphic, written or physical conduct of a sexual nature, or targeted towards someone because of his/her gender, which is sufficiently severe, persistent or pervasive to interfere with a person's learning or work environment.

SEXUAL MISCONDUCT – violations in the State Statutes on illegal sexual conduct (ARS 13-1404, 1405, 1406), indecent exposure (ARS 13-1402), and public sexual indecency (ARS 13-1403).

SHORT-TERM SUSPENSION – removal of a student from school and school activities for a period of time not to exceed ten (10) school days.

TARDIES – arriving for class after the scheduled starting time.

THEFT/POSSESSION OF STOLEN PROPERTY – unauthorized taking or possession of the property of another without the consent of the owner.

THREATS/INTIMIDATION – the use of threats, written, spoken, or physical, to express intent to inflict fear or physical injury to another person and/or damage to property.

THREATENING AN EDUCATIONAL INSTITUTION – intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution. This includes: threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution or threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.

TOBACCO USE/POSSESSION/DISTRIBUTION – includes cigarettes, cigars, chewing tobacco or other tobacco products.

TRESPASSING (FORCEFUL OR UNAUTHORIZED ENTRY) – the unauthorized presence of an individual on school property or invasion in to the campus electronically or in some other inappropriate fashion.

TRUANCY – a student being absent from his/her assigned class and/or school without consent of the proper school authority.

VANDALISM – the willful or malicious defacement, destruction and/or damage of school property or the property of another that requires removal, repair or replacement.

VULGARITY – the use of offensive, repulsive or *profane* language, expressions, actions (See *Abusive Language*).

WEAPON – possession and/or concealment of any firearm, BB gun, pellet gun, knife, club, explosive or destructive device, or any other item or object which may cause bodily injury, death, or which may be used to threaten others. Small folding pocket or utility knives with non-locking blades of less than two-and-one-half (2 ½) inches will not be considered weapons unless used, or attempted to be used, to cause bodily injury or to threaten others.

CRIMES AND/OR BEHAVIORS

WHICH MUST BE REPORTED TO LAW ENFORCEMENT

In addition to taking disciplinary action at the school level, certain criminal and/or disruptive behavior must be reported to appropriate law enforcement agencies.

School officials **WILL** report the following incidents:

- Threats
- Non-accidental injuries
- Burglary/breaking and entering
- Sexual Misconduct
- Assault
- Extortion
- Theft/possession of stolen property
- Possession, sale, or distribution of illegal and dangerous substances, including alcohol; and possession of paraphernalia
- Bomb threats and/or setting of a false alarm
- Possession of a weapon
- Aggravated assault
- Arson
- Vandalism
- Trespassing

Additionally, the principal or principal designee **MAY** report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions
- Any attempt to try to convince a student or school employee to disrupt any school function or classroom

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability,
- Concern for the student's personal safety;

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this ASDB, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether the complaint/grievance falls within this policy shall be determined by the superintendent.

Complaints by students in grades 5-12 may be made only by the students on their own behalf. A parent may initiate the complaint process on behalf of a student in grades K-4. A complaint may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

STATE/FEDERAL POLICIES

REPORTING CHILD ABUSE/CHILD PROTECTION

Any ASDB staff member or any other person who has responsibility for the care or treatment of a minor and reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

The Arizona Department of Economic Security, Division of Children, Youth, and Families has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non- emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports without wait times.

All reports made via the online website will require the person making the report (reporting source) to provide contact information. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All emergency situations where a child faces an immediate risk of abuse or neglect that could result in serious harm must still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation, the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect, or abandonment, must be reported by:

- Calling 1-888-SOS-CHILD (1-888-767-2445)
- Submitting non-emergency concerns via the Online Reporting Service for Mandated Reporters at https://www.azdes.gov/dcyf/cps/mandated_reporters/

Pursuant to A.R.S. 13-3620, such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. 13-3620 for conduct prescribed by A.R.S. 13-1404 and 13-1405 if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident.

A person who fails to report abuse as provided in A.R.S. 13-3620 is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or ASDB Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. 13-3620 shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

(Access to Learning and Recognition of American Sign Language)

* This policy applies to the site-based programs*

All students will have access to learning based on their linguistic strengths and needs. American Sign Language (ASL) and English are recognized as separate languages but of equal importance. We are committed to ASL and English excellence for students and staff.

ASDB strives to develop effective communication skills in our students through the proficient use of American Sign Language (ASL) and English to ensure that our students reach their maximum linguistic potential. The acquisition of ASL is expected to be facilitated in order to foster a visual language.

Any level of communication from the child is accepted. American Sign Language and English are used at all instructional levels in order for learning to be accessible. Reading and writing are implemented across the curriculum.

Oral/aural abilities in English are fostered for students on an individual and group basis based on Individualized Education Program (IEP) and Individual Family Service Plan (IFSP). These skills are taught to complement the overall development and fluency of language.

Students may require augmentative/alternative systems of communication that allow them to understand and be understood in a meaningful manner and in a variety of settings.

Students have full access to communication inside and outside the classroom. Administrators, faculty, and staff sign when individuals who are deaf or hard of hearing are around.

ASL classes are provided to families of children of all ages so that family members can enrich their children's learning and foster a language rich environment.

Parents, Deaf and Hearing community members and staff form a partnership to ensure that all staff who have direct contact with students who are deaf or hard of hearing, meet the established ASL level of competency.

Assessment of the students' ASL and English occurs at all levels to ensure that appropriate programs can be planned and effective instructional strategies be implemented through the IEP/IFSP process.

ASDB encourages the hiring of Deaf/underrepresented people in all positions, including non-instructional support, to provide children with appropriate language and role models.

DISCLOSURE OF EDUCATIONAL INFORMATION (Medicaid)

The Arizona State Schools for the Deaf and the Blind receives funds from the MEDICAID in the PUBLIC SCHOOLS (MIPS) Program for IEP covered services through the Arizona Health Care Cost Containment System (AHCCCS), Arizona's Medicaid agency. Examples of covered services include speech therapy, assistance with daily living skills, transportation, and nursing services. Funds received under this program will assist the School in recovering some of the cost associated with providing services.

The Arizona State Schools for the Deaf and the Blind is required by the Family Education Rights and Privacy Act (FERPA) to maintain the privacy of educational records and conditions in which the School may disclose information without your consent. The following are examples of how the School may use and disclose information to perform IEP services, funding and oversight activities under the MIPS program. Additional information about FERPA can be found in the Student/Parent Handbook and this notice.

IEP Services: The School may disclose information contained in your child's school records to communicate with special education staff involved in implementing your child's IEP.

Funding: The School may disclose information to persons involved with various Medicaid billing activities to receive payment from AHCCCS.

Oversight: The School may disclose information to oversight agencies (Arizona Department of Education and Arizona Health Care Cost Containment System) and their authorized agents in order to carry out audits and inspections.

To determine if your child is eligible or should become eligible in the school-based Medicaid program the School will submit your child's name to AHCCCS to verify eligibility in the MIPS program. If your child is determined to be Medicaid eligible and receives a covered Medicaid service, as documented in your child's IEP, the School will submit a claim for Medicaid reimbursement. The claim will state your child's name, the type of activity, date of service and time. Your child's special education record could also be audited for compliance and a record of who accessed your child's special education file, when, and for what purpose will be maintained in your child's file.

The Arizona State Schools for the Deaf and the Blind is an equal opportunity employer. Discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, or disability is prohibited, and will not be tolerated under any circumstances. All allegations of discrimination will be promptly investigated, and any employee who engages in conduct in violation of this policy will be subject to prompt and appropriate disciplinary action, up to and including termination. Any individual who believes that she or he has been subjected to unlawful discrimination is strongly encouraged to report that discrimination to the proper authorities pursuant to this policy.

Policy and Complaint forms are available at: http://www.asdb.az.gov/Policies.

CONFIDENTIALITY OF STUDENT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the 12th grade level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest:
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - Other schools to which a student is seeking to enroll;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

IDEA

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877- 8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Individual Education Program Scheduling
IEPs are held on an annual basis and must be held prior to the expiration date of the current IEP. Notification of meeting date and time are sent by mail. If you are unable to attend, wish to reschedule or would like to participate by telephone, please contact the IEP Specialist, Greta McLeod, at 602-771-4427.

AN EQUAL OPPORTUNITY AGENCY

The Arizona State Schools for the Deaf and the Blind does not discriminate on the basis of age, race, color, religion, sex, marital status, handicap/disability, or national origin in the provision of its programs, services, and activities.

Arizona Department of Education
Arizona Residency Guideline
REVISED 8/15/2012

INTRODUCTION

Generally, under Arizona law, only Arizona residents are entitled to a free public education. The Arizona Department of Education ("Department") is a designated steward of state education tax dollars and is responsible for providing state aid to school districts and charter schools for students who reside in Arizona. Pursuant to A.R.S. § 15-823(J), a school district or charter school may not include non-resident pupils in their student count and may not obtain state aid for those pupils.

The residency of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable.

The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status may be required to repay the state aid received for that student.

VERIFIABLE DOCUMENTATION

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. § 15-802 **must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.** For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.** 42 U.S.C.§ 11 432(g)(3)(C)(i).

In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

1. **Parent(s) or legal guardian(s) that maintains his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide **one** of the following documents,

which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes)[1]:

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

2. **Parent(s) or legal guardian(s) that does not maintain his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence. A model affidavit is available for schools at: Include link.

USE OF AND RETENTION OF DOCUMENTS BY SCHOOLS

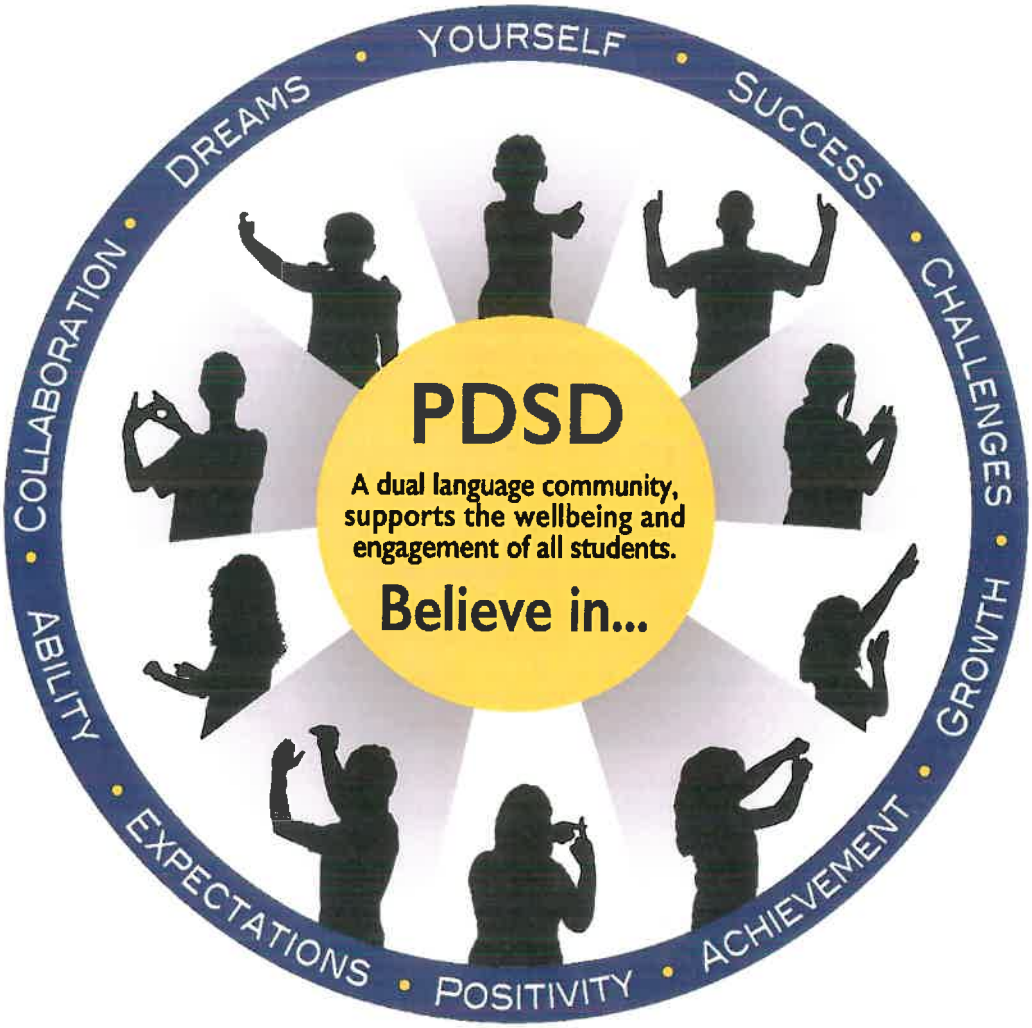
School officials must **retain a copy** of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Department. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing. **INFORMATION PROVIDED BY PARENTS AND GUARDIANS TO ARIZONA PUBLIC SCHOOLS IS CONFIDENTIAL AND ONLY USED FOR EDUCATIONAL PURPOSES.**

ATTENDANCE AT ARIZONA SCHOOLS BY NON-RESIDENTS

United States citizens that are not residents of Arizona may attend Arizona public schools upon payment of tuition pursuant to A.R.S. § 15-823(A). Tuition shall be set by the school pursuant to the formula set forth in A.R.S. § 15-824(E). Citizens of a foreign country that are not Arizona residents may attend public high schools in Arizona for up to 12 months upon payment of tuition if they abide by the requirements of federal immigration law. For more information regarding foreign students attending public high schools, see the guidance from the U.S. State Department at: http://travel.state.gov/visa/temp/types/types_1269.html Schools that want to enroll foreign citizens must obtain SEVP certification. For more information regarding SEVP certification, see the guidance at: http://www.ice.gov/sevis/i17/i17_2.htm

[1] For participants in the Arizona Address Confidentiality Program ("ACP"), an ACP Authorization Card may be accepted in lieu of documentation showing the residential address or property description where the student resides.

SHARED PURPOSE



Phoenix Day School for the Deaf